

## The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beachfront and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales, U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



### City of Torrance

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# Transit Systems Analyst



**City of Torrance**  
**[www.TorranceCA.Gov](http://www.TorranceCA.Gov)**

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## Position Overview

The City of Torrance is recruiting for a Transit Systems Analyst that finds reward as a lead technical expert in systems support; and enjoys building collaborative relationships amongst project teams in implementing and maintaining systems.

This position will be supporting the Transit Department's information technology needs for the implementation and maintenance of multiple systems. The priority projects are maintenance of the Trapeze system for bus operators' scheduling and interfacing with the payroll system; supporting the fleet management work order system; and implementing an Automated Vehicle Location (AVL) dispatch system. As a proactive technical lead, the Systems Analyst performs advanced system analysis and design, analysis of functional and conceptual workflow procedures and conversion into requirement specifications, development of solutions ranging from routine to complex, design and procedure documentation, and trains system users in computer applications systems supporting Transit related applications.

Although normal working hours are a 9/80 schedule with alternate Fridays off, this position must be available to work on various weekends, and closed Fridays during computer "down" times. In addition, the Systems Analyst must be available to be on call.

## Special Notes

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

Applicants with disabilities who require special testing arrangements **must** contact the Human Resources Department **prior** to the final filing date.

*The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.*

**Job Code #13073458  
7/11/13 - LCL**

## Salary

**\$6,900 to \$8,385 per month**  
Plus up to 15% for certification pay

## Qualifications (Minimum Requirements)

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to qualify would be:*

**Education:** Associate's degree in Data Processing or Computer Sciences or a Certificate of Data Processing

**Experience:** Five years of progressively responsible information technology experience consisting of systems design, program design, coding, testing, implementing and documenting business application systems currently in use by the City.

**License:** Must possess and maintain an appropriate California driver's license.

**Certification:** Professional certification in applications, hardware and systems used by the City is desirable.

## Candidate Profile

*The ideal candidate, in addition to the minimum requirements, will have:*

- Familiar with Transit systems such as Auto Vehicle Location (AVL) Dispatch and Trapeze bus scheduling
- Application Support and Programming experience with Windows .NET, SQL Database, and web application
- Ability to support both hardware and software
- The ability handle multiple projects and prioritize work load
- Effective project management skills
- Effective written and verbal communications and interpersonal skills
- The ability to work with technical and non-technical employees, vendors, and end users
- The ability to plan and direct the work of teams
- General knowledge of computing systems

## Benefits

- ★ Family health, dental, optical plans
- ★ Holiday, Sick and Vacation Leave
- ★ Deferred Compensation
- ★ Employees currently contribute 6.2% toward Social Security and 1.45% toward the Medicare
- ★ Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan which is funded through contribution from both employer and employee

For more details on our benefits package, visit our website's benefit link: go to [www.TorranceCA.Gov](http://www.TorranceCA.Gov), click "Job Opportunities," then "Salary Resolutions". Benefits pertinent to this position are covered under the Torrance Municipal Employees *Torrance Professional and Supervisory Association* group.

## How to Apply

Interested candidates must submit an online City application and supplemental application by: Thursday, August 8, 2013 at 5:30 p.m.

**APPLICATIONS ACCEPTED ON-LINE ONLY!** They are available at [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

## Selection Process

Only those candidates whose training and experience **best meet** our requirements will be invited to participate in the examination.

The examination will consist of the following:

- ★ Performance (weighted 50%)
- ★ Oral Interview (weighted 50%)

The test dates are to be determined. Please visit our webpage under Recruitment Status for dates and current status.

**CITY OF TORRANCE**  
**Transit Systems Analyst**  
**Supplemental Application Questionnaire**  
**Job Code 13073458**

**Your responses to the following questions will assist us in evaluating your qualifications for the position of Systems Analyst (Application/Programming).**

Please answer each of the following questions by noting the appropriate responses.

1. What level of formal education/training have you completed related to this position?  
☐ None  
☐ Certificate in Data Processing  
☐ Associate's degree in Data Processing or Computer Science  
☐ Bachelor's degree in Computer Science  
☐ Other (If other, please make sure your education is clearly detailed on the primary application.)
2. Do you have a Microsoft Certified IT Professional (MCITP): Database Administrator certificate?  
☐ No  
☐ Yes – SQL 2008  
☐ Yes – SQL 2012
3. Do you have a Microsoft Certified IT Professional (MCITP): Database Developer certificate?  
☐ No  
☐ Yes – SQL 2008  
☐ Yes – SQL 2012
4. How many years of progressively responsible information technology experience do you have?  
☐ None  
☐ Less than five years  
☐ Five years or more
5. Do you have experience supporting Transit systems?  
☐ No  
☐ Yes
6. If you have experience supporting Transit systems, please list the systems.
7. Do you have experience supporting dispatch and automatic vehicle location systems?  
☐ No  
☐ Yes
8. If you have experience supporting dispatch and automatic vehicle location systems, please list the systems.
9. Have you worked with applications utilizing Wi-Fi or cellular wireless network connections?  
☐ No  
☐ Yes
10. Have you supported computers mounted within vehicles?  
☐ No  
☐ Yes
11. Do you have Windows .NET programming experience?  
☐ No  
☐ Yes
12. If you have Windows .NET programming experience, please list out the name of Windows .NET program(s) that you are familiar with, and the skill level(s) (beginner, intermediate, expert).

**Transit Systems Analyst  
Supplemental Application Questionnaire continued**

13. Do you have experience programming in HTML and/or Web development?  
☐ No  
☐ Yes
14. Please describe your experience administrating Microsoft SQL database.
15. Do you have experience working with Google Transit?
16. Please indicate your experience performing hardware installation in a Microsoft network environment:  
☐ None  
☐ Less than five years  
☐ Five years or more
17. Please indicate your experience performing software installation in a Microsoft network environment:  
☐ None  
☐ Less than five years  
☐ Five years or more
18. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.  
☐ Yes  
☐ No